

**Example 3.1a**

Standard Title: **ASSISTANT DIRECTOR**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

◆ ***General Function Statement***

Under administrative supervision, provides support to a director or other executive, serving as a staff advisor and performing professional support tasks.

◆ ***Organization Relationship***

Director/Unit Head or Other Executive/Administrator  
(Associate Director)  
**Assistant Director**  
Professional Staff (Coordinators/Specialists/Managers/Analysts)  
Technical, Clerical Support Staff

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Assist in the development and implementation of programs, policies and objectives related to the unit, and assist the director with overall management.
2. Participate in the development of programs, departmental objectives and long-range planning.
3. May be responsible for direct supervision of specific operational areas or functions within the unit.
4. Provide overall leadership on special projects for the director.
5. Serve as an expert in a specific area, providing reports, analyses, information, and recommendations to the director. Provides advice and expertise to campus and university units, interpreting policies of the unit.
6. May be responsible for overall leadership and coordination for program development, or administrative and financial operation of the unit.
7. Act as liaison to campus and university units and assist with evaluation of policies and compliance with them.

**Example 3.1a**

Standard Title: **ASSOCIATE DIRECTOR**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

◆ ***General Function Statement***

Provides primary support to a director or other executive, and may act for and assume full direction for an office or for administrative or operational matters in the absence of the director.

◆ ***Organization Relationship***

Director/Unit Head or other Executive/Administrator  
**Associate Director**  
 Assistant Director  
 Professional Staff (Coordinators/Specialists/Managers/Analysts)  
 Technical, Clerical Support Staff

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Serve as primary advisory to the director regarding overall programs, management and operations of the unit, with major program development, supervision and policy-making responsibility.
2. Assist with the management of resources, determination of staff functions, and setting operating policies for the unit. Review and initiate programs and operations that commit office resources, establish policies relating to utilization of office resources.
3. Coordinate and facilitate organizational, financial, programming, and physical planning.
4. Exercise direct authority for development and administration of programs and special projects.
5. May directly supervise sections or divisions of the unit, with responsibility for setting and implementing operational policies and procedures for handling daily administrative matters, such as finances, facilities, and staffing.
6. Provide authoritative, detailed professional and technical knowledge in a relevant field of expertise.
7. Coordinate with unit sections or divisions to develop policy recommendations for the director.
8. Act as liaison to campus and university departments and represent the director on committees.
9. May have primary responsibility for day to day operations of the unit.

**Example 3.1a**

Standard Title: **COORDINATOR**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

◆ ***General Function Statement***

Under administrative direction, the Coordinator oversees the ongoing procedures of a program, setting priorities and organizational structure. In order to execute the program goals and objectives, the Coordinator organizes the skills of diverse people, and formulates functioning groups to simultaneously assure the program's success.

◆ ***Organization Relationship***

Assistant Director/Associate Director/Director/Head of Unit or Other Administrator  
**Coordinator**  
 Support Staff/Students

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Administratively responsible for implementing program priorities, setting goals and objectives for subordinates in the ongoing process of a program.
2. Develops systematic approach and maintains efficient and effective daily workflow in an area, and submits reports as assigned.
3. Serves as an integral part of the decision-making process contributing to the goals compatible with the organizations established to implement the mission established by an employing unit or external board.
4. Provides leadership, communicates commitment and sets expectations for staff.
5. Manages human and material resources. Maintains appropriate records. Communicates and follows-up on pertinent matters.
6. Serves as a resources person, referral agent and creates links and acts as a liaison to other campus and community groups, expanding internal and external program development.
7. Formulates and recommends policies governing continual evaluation of programs. Recommends and implements changes based on the evaluations. Resolves any existing program problems.
8. Schedules, assigns, and reviews work within the program.
9. Participates in recruiting and selecting of staff members and appraising staff performance.

**Example 3.1a**

Standard Title: **DIRECTOR**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

◆ ***General Function Statement***

Provide leadership and oversight of a major function, facility, or program.

◆ ***Organization Relationship***

Campus or University Executive or Administrator  
**Director**  
Associate Director  
Assistant Director  
Professional Staff (Coordinators/Specialists/Managers/Analyst)  
Technical, Clerical Support Staff

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Develop and administer a comprehensive program and activities to fulfill the role of the office, function, program or organization.
2. Direct the staffing by overseeing recruitment, training, and management of work assigned to professional and support staff.
3. Oversee financial aspects of unit management, including control of the budget and allocation of resources.
4. Formulate, initiate, implement and interpret policies related to the operation of the unit, as well as policies applicable campus or university-wide.
5. Provide professional expertise and keep current with developments in the profession.
6. Provide management reports, analyses, data and information for administrative purposes.
7. Interface with advisory committees, serve on campus or University committees, communicate and consult with other offices or campus officials when appropriate.

**Example 3.1a**

Standard Title: **EXECUTIVE ASSISTANT TO PRESIDENT/CHANCELLOR**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

♦ ***General Function Statement***

Provide necessary support for performance of the President's official duties.

♦ ***Organization Relationship***

President/Chancellor  
**Executive Assistant to the President/Chancellor**  
Other Officers

♦ ***Request for Exemption under Criterion:***

♦ ***Typical Responsibilities***

1. Represent President/Chancellor in their absence, as requested.
2. Assist in policy development as a member of policy development committee.
3. Act as liaison between President/Chancellor and other officers (campus and/or system), Board of Trustees, legislators and other constituencies.
4. Direct or develop special analysis, background studies, and information resources as directed.
5. Draft speeches, papers, correspondence.
6. Consult with and advise President/Chancellor.

**Example 3.1a**

Standard Title: **EXECUTIVE DIRECTOR**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

◆ ***General Function Statement***

Provide administrative leadership and oversight to a major function or program with multiple reporting components within or in collaboration with a University or campus. May be responsible for university-wide functions and may be responsible in addition for directing activities of affiliated organizations, partnerships, state or federal programs in collaboration with a campus or university.

◆ ***Organization Relationship***

Campus/University or Administrator and/or Organization Board of Directors

**Executive Director**

Directors

Associate/Assistant Directors

Professional Staff (Coordinators/Specialists/Managers/Analysts)

Technical, Clerical Support Staff

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Provide executive leadership to develop and administer a comprehensive program and activities to fulfill the role of the office, function, or organization.
2. Interface with Board of Directors and Advisory committees to direct collaborative efforts between other institutions, organization or projects and programs affiliated with a campus or University. Chair and convene committees and provide leadership and support to Board of Directors and advisory groups.
3. Ensure provisions of contractual agreements between campus/university and relevant outside programs or organization.
4. Oversee financial management, including control of the budget and allocation of resources. Budgets may be large and include major federal or state grants or private funds.
5. Formulate, establish and implement administrative policies applicable to the organizations, or those applicable campus or University-wide.
6. Provide professional expertise and leadership.
7. Provide management reports, analyses, data and information for administrative purposes.
8. Direct the staffing by overseeing recruitment, training, and management of work assigned to professionals and support staff.

**Example 3.1a**

Standard Title: **PHYSICIAN**  
**ATTORNEY**  
**ENGINEER**  
**ARCHITECT**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

- ◆ ***Position Exemption Standard for Certain Professional Titles Listed Under Criterion D Requiring Licensure by the State of Illinois – Department of Professional Regulation.***

- ◆ ***Note***

This standard applies *only* to those professional jobs which *require Licensure by the State of Illinois in a recognized profession*: i.e., Physician, Attorney, Engineer, and Architect. Other Jobs appropriate for exemption under Criterion D may be found under other Standards.

- ◆ ***Request for Exemption under Criterion: D***

Jobs whose primary function is to direct or manage members of the profession in the performance of their duties, and who are also required to possess professional Licensure should be exempted under the Criterion appropriate to the function; e.g., Medical Director of Health Service under Criterion C.

- ◆ ***Typical Responsibilities***

Duties and responsibilities are those appropriate to the recognized profession and the performance of those duties constitute the major amount of time and effort devoted to the job.

**Example 3.1a**Standard Title: **SPECIALIST****PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**◆ ***General Function Statement***

Under administrative direction, performs senior staff/professional-level duties that are devoted to a particular activity or specialized area in an employing unit. Responsibilities typically require a depth of knowledge, expertise and skills, normally gained through an advanced course of study in an academic discipline and/or work experience of a variety and depth sufficient to provide a foundation for expert knowledge and ability in a field. Responsibilities may require highly focused advanced technical, scientific, or artistic expertise, or more general intellectual, conceptual, analytical and writing skills utilizing in-depth knowledge of both a discipline and the organization.

◆ ***Organization Relationship***

Assistant Director/Associate Director/Director/Head of Unit or Other Administrator  
**Specialist**  
 Support Staff/Students

◆ ***Request for Exemption under Criterion:***◆ ***Typical Responsibilities***

1. Serve as an authority, provide expertise, and perform highly specialized work assignments in a unique area of specialization.
2. Exercise knowledge and methodology of a profession or specialized field. Keep abreast of relevant legislation, rules, regulations, tools, procedures, technical specifications, and developments in the field. Pursue professional development activities to expand knowledge and maintain currency.
3. Provide specialized services, investigate and trouble-shoot problems.
4. Plan and execute complex projects in field of expertise.
5. Analyze data and information, evaluate and summarize findings.
6. Research, conceptualize, define and communicate ideas and issues; provide insight, recommend action, and pursue solutions to problems.
7. Provide advice and counsel, serving as a “consultant” to other staff members within the unit, campus, or the general public, within the unique area of expertise.
8. Formulate policy based on judgment and expert knowledge of a particular area.
9. Identify and evaluate resources and obtain information relevant to a specialized area.
10. Coordinate working relationships with peers and other appropriate University personnel to achieve defined goals and objectives.
11. May supervise and/or train other staff members or students.
12. Represent the unit on various campus committees or teams related to the specialize area.
13. Act as liaison with other skilled specialists throughout the state and nationwide.



### Example 3.1a

Standard Title: **ASSISTANT TO**

#### **PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

◆ **General Function Statement**

Provide high-level management support to enable the efficient performance of the official duties of a Senior Administrator, such as the President, Chancellor, Vice President, Vice Chancellor, Associate Chancellor, Provost or a Dean, Executive Director or Head of an academic or administrative unit. Responsibilities require exercising initiative, discretion and independent judgment. An 'Assistant To' differs from an Administrative Assistant or Secretary in that an Assistant To is expected to possess a higher level of expertise in the area in which she/he supports as demonstrated through policy development and project management. Moreover, an 'Assistant To' must possess the ability to act in a decision making capacity on behalf of the Senior Administrator at meetings and in communications as necessary.

◆ **Organization Relationship**

Senior Administrator (President/Chancellor/Vice President/Vice Chancellor/Associate Chancellor/Provost/Dean/Executive Director/Head/Chair)

**Assistant To**

Professional Support Staff, Managers/Technical Support Staff

Clerical Support Staff

◆ **Request for Exemption under Criterion:**

◆ **Typical Responsibilities**

1. Coordinates responsibilities of the Senior Administrator with other offices and staff.
2. Researches and analyzes policy and operational issues, and develops and recommends administrative policies and procedures.
3. Coordinates and implements policy decisions.
4. Originates and prepares routine and special reports and studies.
5. Oversees or conducts special projects, functions as a trouble-shooter.
6. Represents Senior Administrator office/administrator at campus/university committees meetings and correspondence.
7. Consults with and advises the Senior Administrator.
8. Orchestrates administrative support and general management for the unit or program and participates in long-range planning and goal-setting activities.
9. May direct the day-to-day operational requirements of the unit or program, including overseeing various functions under the jurisdiction of the Senior Administrator, such as development, public relations, finance, budgeting, and staffing matters. May supervise middle managers and upper-level supervisory personnel, such as Project Directors or Business Managers.
10. Investigates issues, consults with involved parties, and provides advice regarding various options for action.

**Example 3.1a**

11. Handles a variety of sensitive and confidential assignments and projects on behalf of the Senior Administrator.
12. Consults with and advises senior campus and university officials to determine a course of action.
13. Conceives and administers special programs and projects under the direction of the Senior Administrator.